

## Allergy Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Sept 2017	Sept 2018	Resources Committee	Governing Body	Steven Lock

The Devonshire Hill Nursery and Primary School is committed to pupil safety and has created this policy in order to reduce the risk of children having allergy related incidents whilst in school. The common causes of allergies relevant to this policy are nuts, (in particular peanuts), dairy products, eggs, wasps, bees, and ants. However, this list of allergies is not exhaustive and the policy will apply to any allergy suffered by any pupil or member of staff in the school of which the school has been notified.

As the school is not a completely allergen free environment, we aim to:

- Minimise the risk of exposure to allergens,
- Encourage self-responsibility of pupils, and,
- Plan for an effective response to possible emergencies.

### Notification Procedure

Prior to entry into The Devonshire Hill Nursery and Primary School, parents must inform the school of their child's allergy. An allergy form (Appendix 1) must be completed in addition to the registration form. The school will enter the details onto the electronic system and inform the relevant staff of the medical condition.

If a current pupil develops an allergy, the allergy form (Appendix 1) must be sent to the parents for them to complete and returned to school office. The office will then ensure that the information is recorded electronically.

On either the first day of school (new pupils) or after an allergy is diagnosed (current pupils), parents must send in a box clearly marked with their child's name, emergency contact details and 3 passport size photos of their child. The box should also contain relevant medication, e.g. EpiPen, inhalers, etc., and a copy of a care plan. The box will be kept in the medical room in a cabinet that remains open and easily accessible.

The school office will be responsible for providing information at the start of each academic year regarding pupils who suffer from any allergies. This will also apply to any casual entrants who join the school mid-year and who suffers from such an allergy, and any pupil who develops an allergy. The office staff will also ensure that all relevant documentation and medication is given to the school by the parents where an allergy has been indicated.

It is the parent's responsibility that all medication is within the prescribed date. At the end of the summer term, medication must be collected by parents of year 6 pupils from the school office.

### Key Strategies

- First Aid staff will be trained in anaphylaxis management (EpiPen training), including awareness of triggers and first aid procedures to be followed in the event of an emergency. Teachers will also be able to attend this First Aid session
- The school lunch caterer and suppliers will be made aware of this policy and will be requested to eliminate nuts and food items with nuts as ingredients from meals. This does not extend to those foods labelled "may contain traces of nuts".

- Parents of children with packed lunches will be requested to give careful thought to eliminating food that may be of risk to those members of staff and pupils who suffer from such allergies. Whilst the school will request this, compliance cannot be guaranteed.
- Pupils will be encouraged to self-manage their allergy.
- The school will ensure diligent management of wasp, bee and ant nests on School grounds and proximity. This must include the effective system for staff reporting to management, and a system of timely response to eradicating nests.
- A member of the SLT will run whole school or year group assemblies once a year reminding pupils about the existence of food allergies.
- Children prescribed an Emerade or EpiPen are required to be provided with a packed lunch and not a school meal.

### **School Trips**

- The Group Leader will print out a medical conditions list of the pupils attending the school trip and be aware of those with allergies, including details of their care plans and medication.
- The Group Leader will ensure that a trained First Aider is present on the school trip.
- The Group Leader will be responsible for EpiPens, inhalers and other medication and their security during the trip.
- If in doubt over the risk of a pupil with an allergy taking part on an education visit the Group Leader should seek advice from the parent.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as newsletters
- Reports such as Headteacher's report to the Governing Body
- Policy displays in the main school entrance

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 20<sup>th</sup> September 2017.**